


August 2015

Dear Unit President,

Your request for a name change was adopted at the last California State Board of Managers meeting. Enclosed is your new charter certificate indicating the new legal name of your unit. This is now the legal name and must be used on all legal documents, including the bylaws and all bank accounts. Please keep this certificate in a safe place with your unit's other permanent documents.

In addition, you will find a Letter of Determination and Annual Tax Filing Checklist. The Letter of Determination confirms your unit's tax-exempt status as a subordinate organization of the California State PTA. The Annual Tax Filing Checklist is for your records and is a checklist of required tax documents which will need to be filed annually. This document also includes all governmental entity numbers.



Cyndi Barton

Membership Coordinator

California State PTA

Enclosures